

# *Human Resources*

## **Program Description and Mission**

The Office for Human Resources is responsible for ensuring that equal opportunity exists for employees, job applicants, and visitors. Four program areas fall under the “umbrella” of Equal Opportunity:

- Affirmative Employment
- Special Emphasis
- Discrimination
- Federally Assisted and Conducted Programs.

The purpose of affirmative employment is to achieve a work force that “mirrors” the nation’s diverse population. Efforts in this area include reaching out to groups of people who are underrepresented in our workforce: people with disabilities, minorities, and women.

Special Emphasis Program Managers assist in assuring that equal opportunity is present in all aspects of employment and that affirmative action is being taken to address any underrepresentation. They also serve as advisors for their targeted groups.

The Discrimination Program provides an avenue for employees and job applicants who believe they experienced discrimination on the basis of race, color, national origin, religion, sex, age, or disability in an employment matter to attempt resolution of the matter.

The Federally Assisted Program and the Federally Conducted Program both enforce laws that ensure that state and federal programs, activities, and facilities are accessible to all people - including people with disabilities.

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nation’s diverse population.  
- Human Resources Mission***

## Summary of Fiscal Year 1998 Accomplishments

The Office for Human Resources formed a Workforce Diversity Committee to address the underrepresentation of women and minorities in the Region. The Committee consists of management officials, the Human Resources Advisory Committee, personnel specialists, and field representatives. Subcommittees were formed to focus on specific areas of recruitment, retention, and student programs.

Seven Special Emphasis Program Managers were appointed during 1998. Each program manager participated on the Human Resources Advisory Committee. The Human Resources Advisory Committee presented a two-day Cultural Diversity Forum for three field location. A Native American Focus Group convened to discuss barriers for Native American employment and outreach strategies.

OHR staff participated on a national team to develop Service-wide accessibility standards for outdoor recreation activities and facilities, and also participated in the development of an Internet web page that will track, monitor, and report on accessibility compliance of Service facilities. In addition, OHR staff assisted in the development of questions for the accessibility compliance system.

The Region's three EEO Counselors provided timely assistance to employees and applicants who believed they were denied benefits or opportunities because of discrimination. The Counselors utilized alternate dispute resolution techniques and the expedited process to help resolve complaints.

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## Goals for Fiscal Year 1999

During Fiscal Year 1999, the Office for Human Resources' name will change to the Office of Diversity and Civil Rights. As such, we will:

- Promote implementation of the Service's Vision for Diversity. Highlight and review regional progress towards meeting the goals established in the plan.
  - Provide technical assistance to supervisors and managers in the development of diversity outreach plans. Support partnerships with tribal colleges and universities, historical Black colleges and universities, Hispanic serving institutions, and other institutions of higher education.
  - Monitor selections for diversity initiative. Brief management on progress made towards employing disabled veterans and achieving representation of women, minorities, and people with disabilities.
  - Support the Student Career Experience and the Student Temporary Employment programs as major resources for diversity programs.
  - Provide a quality and timely EEO informal complaint program and establish a regional mediation process.
  - Provide technical assistance and guidance to program accessibility coordinators and monitor Regional station accessibility reviews to ensure that all stations are reviewed.
  - Establish Intranet as a major communication tool for resources and reporting.
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